



## Administrative Policies and Procedures: 12.13

<b>Subject:</b>	<b>Reclassification</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	<b>ACA:</b> 3-JTS-5B-03; <b>DCS Practice Model Standard:</b> - 11-310B
<b>Application:</b>	To All Department of Children's Services Youth Development Center and Group Home Employees and Case Management Staff with Juvenile Justice Responsibilities

### Policy Statement:

A youth may be reclassified as appropriate for treatment and/or environmental needs.

### Purpose:

To establish a standardized process to reassess needs and requirements of youth in custody.

### Procedures:

<b>A. Reasons for Reclassification</b>	A youth may be reclassified: <ol style="list-style-type: none"><li>1. If there are significant behavioral changes noted by employees;</li><li>2. When new information about a youth has been received;</li><li>3. If the youth is not adequately progressing in the program, or;</li><li>4. If the youth needs a less or more restrictive placement.</li></ol>
<b>B. Usual Reclassifications</b>	<ol style="list-style-type: none"><li>1. Reclassification may occur at a quarterly staffing; or a team member may request a special staffing, or the youth may request a reclassification staffing.</li><li>2. Reclassifications shall occur within the context of a Child and Family Team Meeting. See DCS Policy <a href="#"><u>31.7 Building, Preparing and Maintaining Child and Family Team Meetings</u></a>.</li></ol>
<b>C. Referral for Youth Development Center Placement</b>	When a youth is being considered for placement in a youth development center, the team leader or designee will send a referral packet to the youth development center for review. If approved, the name will be entered on the waiting list.
<b>D. Youth Rights</b>	The youth must be afforded Due Process when reclassification involves a change in the level of security, transfer to another placement, or program changes that would affect the youth's access to services.

	<ol style="list-style-type: none"> <li>1. The staffing team leader must schedule the staffing and must inform the necessary parties of the time and place of the staffing in accordance with the <b><i>Individual Program Plan Manual (IPP)</i></b>.</li> <li>2. The youth must be present at the staffing and must be given the opportunity to provide input.</li> <li>3. The youth may be excluded from portions of the staffing while sensitive matters are discussed, if it is determined by the staffing team to be in the youth's best interest.</li> <li>4. The youth must be informed in writing of appeal rights at the staffing.</li> </ol>
<b>E. Documentation</b>	<ol style="list-style-type: none"> <li>1. <b>Staffing summary</b> <ol style="list-style-type: none"> <li>a) The staffing team leader must prepare a staffing summary and <b>CS-0387 <i>Staffing Participants</i></b>, which documents the reason(s) for reclassification rationale for changes and recommendations for treatment based on current needs.</li> <li>b) The staffing summary should accompany the youth as specified in the IPP manual.</li> </ol> </li> <li>2. <b>Notification</b> When reclassification results in a youth's program transfer, the staffing team leader must notify the Family Service Worker.</li> </ol>
<b>F. Data System Documentation</b>	<ol style="list-style-type: none"> <li>1. When reclassification results in a youth's program transfer, the staffing team leader must document the transfer in TN Kids</li> <li>2. Placement information for children/youth in DCS custody must be entered into TNKids according to best practice and in a timeframe that allows for the needs of the child/youth being placed. This includes: disruptions, move toward permanency, to a lower level placement or change in resource home.</li> <li>3. Events not documented elsewhere in TNKids or requiring a fuller explanation are documented into case recordings which shall be recorded and completed within thirty (30) days of date of occurrence.</li> </ol>

<b>Forms:</b>	<a href="#"><b><i>CS-0387 Staffing Participants</i></b></a> <a href="#"><b><i>CS-0747 Child and Family Team Meeting Summary</i></b></a>
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<b>Collateral Documents:</b>	<a href="#"><b><i>Classification and Individual Program Plan Manual</i></b></a>
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